



Certificate of Loss of Earnings or Benefit

The Crown Court at

Juror's Number:

<p>Notes for the Employer or Social Security Office Jury Service normally lasts for 10 days and you may wish to continue paying your employee whilst they are undertaking their public duty. <u>If you do not pay your employee whilst he or she attends for Jury Service</u>, your employee may claim an allowance <u>towards</u> their loss of earnings.</p>	<p>To be completed by employer/benefit office</p> <p>If you are self-employed, please refer to the instructions on the allowance sheet.</p>
<p>Please complete all parts of the certificate and return it to your employee (who is required to take it to the court on their first day of jury service). <u>This form is only to be completed if you are NOT paying your employee their normal salary while on jury service.</u></p> <p>Under the rules which cover the payment of the allowance, the court use the 'net loss of earnings' to decide the amount to pay. The 'net loss of earnings' is the amount remaining after you have subtracted Income Tax and National Insurance contributions from the earnings which you will not pay your employee.</p> <p>To help the court decide your employee's claim, would you please give a figure for the 'net loss of earnings' PER DAY. If you have difficulty in calculating the exact amount, an average figure for it will be acceptable.</p>	<p>For each day that the employee: (Mr) (Mrs) (Ms) (Miss)*</p> <hr/> <p>is required by the court for jury service, the DAILY (NET LOSS OF EARNINGS)(LOSS OF BENEFIT)* IS: £ _____ (the amount in figures)</p> <p>£ _____ (the amount in words)</p> <p>Each week, the employee works _____ Days. If part-time or doing shift work, please complete the hours normally worked below:</p> <p>From _____ To _____</p> <p>Monday Tuesday Wednesday Thursday Friday Saturday Sunday</p> <p>*delete as appropriate</p>
<p>Your employee may be required to attend court every day during the period of jury service, but it may be possible to release your employee, either for whole days or half days, during that period of service. If this happens, your employee <u>must</u> return to work if at all practicable. Please complete the statements opposite to state whether it is possible for your employee to return to work for either whole or half days.</p>	<p>Will the employee be able to return to work on any FULL day that they are not required to attend court? YES _ NO _</p> <p>Will the employee be able to return to work on any HALF day that they are not required to attend court? YES _ NO _</p> <p>Will the employee be able to return to work if their service is completed BEFORE the end of the 2 week period? YES _ NO _</p>
<p>Before you return this form to your employee, please:</p> <ul style="list-style-type: none">Stamp it with the official business, or local benefit office, stamp; ORAttach it to an original compliment slip or sheet of headed notepaper, which has the name and address of your business printed on it; ORProvide some other evidence of the business, which the court may keep.	<p>I certify that the information supplied above is correct and I understand that I may be prosecuted if I have given any information, which I know to be false or do not believe to be true.</p> <p>Signed: _____</p> <p>Name (in block letters): _____</p> <p>Date: _____</p> <p>Your position in the business or local benefit office: _____</p> <p>Telephone Number : _____</p>
<p>Please put the business, or local benefit office stamp in this space <u>OR</u> attach a compliment slip:</p>	<p>Name and address of the business or local benefit office:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

What information do I need to complete the Certificate of Loss of Earnings?

NOTE: This form must only be completed by your employer or Job Centre Plus. Knowingly providing false information on the Certificate of Loss of Earnings may lead to prosecution.

If you are going to continue to pay your employee in full whilst they are on jury service, please do not complete the Certificate of Loss of Earnings. If you intend to deduct all or part of your employee's earnings whilst they are on jury service, we need to know:

The NET DAILY amount that you will be deducting from your employee as a result of jury service.

If your employee works less than 5 days a week, or if they work on days other than Monday to Friday, what days they would be working for the two weeks starting from the date of their first day of jury service

How long will jury service last?

In most cases, jury service lasts about two weeks, but given the nature of some criminal cases, this cannot be guaranteed. If a trial is likely to last longer than two weeks, jurors will be asked at court if this will be difficult for them.

Can I insist that my employee does not do jury service at the time they are called?

No. Remember that it is your employee who has been summoned under the Juries Act 1974, rather than yourself. However, it is recognised that there may be a more convenient time for your employee to serve, but this must be mutually agreed between yourself and your employee before they complete the Reply to Jury Summons form.

Can I ask you to defer or excuse my employee?

No. It is the juror who has been summoned, and they will suffer the consequences if they are not available to be a juror when called. However, it is recognised that there may be work-related reasons for postponing the juror's service to a more convenient date. Jurors are offered the opportunity, when completing the Reply to Jury Summons, to apply for excusal or deferral. You may enclose a letter supporting the juror's application, but third party correspondence sent without the juror's knowledge or consent will not be accepted by the Jury Central Summoning Bureau.

What is a net daily rate?

The net loss of earnings is the amount remaining after you have subtracted income tax and National Insurance contributions from the earnings that you would normally pay your employee.

Do I still have to pay my employees NI, Tax pensions etc?

Yes. If their gross pay, including any statutory or other sick pay is above the Earnings Threshold, National Insurance Contributions are due. It is unlikely that National Insurance, income tax or pensions will be affected by jury service unless the juror serves on a very long trial.

Can I continue to pay my employee and then request that the employee claim the money back from the court?

No. The court does not pay compensation to third parties and this includes employers who continue to pay their employees whilst on jury service and then request that the employee claim the money back from the court. The Juries Act 1974 Section 19(1) specifically states that any expenses and loss of earnings can only be reimbursed to the juror where there has been a financial loss to the juror as a direct result of jury service.

Can my employee continue to work night shifts or weekends?

It is important that jurors are sufficiently fit and alert in order to carry out their important public duty. Therefore, we would recommend that they should not be made to work night shifts before they are due in court, or work weekends if this means that they do not have a break from either jury service or their job for seven days.

If I regularly pay my employee overtime, do I have to continue to do so when they are on jury service?

Jurors that work regular overtime and can provide evidence of their regular overtime can claim for this as part of their financial loss, however the claim must not exceed the maximum limit. (Please refer to the HMCTS Allowances sheet that your employee received with their summons.)

Does my employee have to come back to work early if their service is less than 10 working days?

Where it is practical, the employee should return to work for half or whole days when they are not required at court. However, we accept that this is not always possible. In some cases, arrangements may be in place for temporary cover that cannot be cancelled.

Will the court pay for someone to temporarily cover my employee's duties whilst they are on jury service?

No. The court does not pay compensation to third parties. However, some companies' insurance policies include provision for employees' absence for jury service.

What if I want to know how many days my employee actually served as a juror?

Ask your employee to obtain a certificate of attendance from the jury manager at the court when they have been discharged from jury service.

I am in receipt of benefits, what do I need to do?

The certificate would only need to be completed by your local Job Centre Plus if your jury service lasts more than eight weeks.